

7-0004/9

16 July 1981

MEMORANDUM FOR: Deputy Director for Administration

VIA: Office of General Counsel

FROM:

Executive Officer,
Office of Medical Services

SUBJECT: Policy Statement on Mission of the Office of
Medical Services

REFERENCE: Memo for DDA fr DCI dtd 1 May 81, Subject:
Approval of Recommendations of Inspector
General's Report on the Office of Medical
Services (OMS) (DD/A 81-0004/3)

Attached for issuance to all employees is OMS policy statement which updates the mission of the Office of Medical Services, and spells out the medical rights and benefits of Agency employees and their dependents. A copy is to be forwarded to the DDCI for his information upon your approval.

Attachment

CONCUR:

Office of General Counsel

16 JUL 1981

Date

The Office of Medical Services has the responsibility of implementing the Agency's medical programs both in the United States and overseas. These programs are concerned with promoting and maintaining the physical and mental fitness of all Agency employees, and dependents when applicable; providing psychological assessments for job suitability; and providing

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Because of the rigorous demands of Agency service and need for maintaining security, the Central Intelligence Agency requires a level of medical involvement and support which goes beyond that of other agencies.

The Office of Medical Services will establish medical criteria for employment and overseas assignment for applicants, employees, and dependents, and conduct preemployment and other medical evaluations as required by Agency regulations. If an employee or dependent is directed to undergo tests at a non-Agency facility to provide a basis for medical evaluation, the Office of Medical Services will approve reimbursement for the costs of such tests.

The Office of Medical Services will treat on-the-job injury or illness requiring emergency attention. This may include emergency diagnosis and first treatment of injury or illness that become necessary during working hours and that are within the competence of the professional staff and facilities of the Office, whether or not such injury was sustained by the employee while in the performance of duty or whether or not such illness

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was caused by his or her employment. Treatment on the spot may be given for minor illnesses which temporarily interfere with an employee's comfort or ability to complete the workday. When treatment is outside the competence of available Agency medical personnel and facilities, conveyance of the employee to a suitable medical facility in the area may be provided.

The Office will provide for the administration, at the discretion of the Director of Medical Services, of treatments and medications furnished by and to the employee and prescribed in writing by his or her personal physician as reasonably necessary to maintain the employee at work. Additional treatment may be administered in cases in which the illness or injury has arisen in connection with the performance of duty and which are under the Federal Employees Compensation Act.

The Office will also conduct preventive programs relating to health. Such programs may include the appraisal of environment health hazards, establishment of environmental health standards, provision of health education and information, conduct of specific disease screening and monitoring examinations, and providing immunizations.

The Office of Medical Services will refer employees upon their request to physicians, dentists and other community health resources. When serving within the United States, employees are expected to consult their private physicians with regard to medical requirements beyond emergency injury or illness, minor illnesses, or official medical evaluations. The Office of Medical Services will not operate in competition with private physicians.

STAT Medical Services is charged with additional responsibilities. Under the authority of the CIA Act, the Agency may establish health-care facilities and provide for the services of medical personnel at posts abroad at which, in the opinion of the Director, a sufficient number of Agency employees are assigned, or there exist [] requirements, to warrant such facilities or services. Whenever an Agency physician, or other medical person, is present at an Agency facility overseas, he or she shall have the responsibility of providing the types of medical assistance made available at Headquarters, and, in addition, may be called upon to provide such medical assistance within his or her competence as may be advisable under the circumstances, taking into account the suitability of alternative medical treatment facilities. Agency assets who are neither employees nor dependents may be given advice and treatment by Agency medical personnel whenever warranted by [] equities, including the maintenance of cover. STAT

In the event of illness or injury requiring the hospitalization of an employee or dependent, the Agency may pay for the cost of travel of the employee or dependent, with an attendant if necessary, to the nearest locality where a suitable hospital or clinic exists. Determinations regarding requirements for medical attention and suitability of hospital or clinical facilities shall be made by the Office of Medical Services.